

2014 FEB 19 PM 4:23

U.S. House of Representatives
Committee on EthicsOFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Rep. Sheila Jackson Lee
2. a. Name of accompanying relative: _____ or None ☒
- b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: Feb. 6, 2014 Return: Feb. 8, 2014
- b. Dates at personal expense: _____ or None ☒
4. Departure city: Washington, DC Destination: Philadelphia, PA Return city: Houston, TX
5. Sponsor(s) (who paid for the trip): Progressive Congress
6. Describe meetings and events attended (attach additional pages if necessary): Met with experts on economic equality, women's issues, and voting rights affecting her constituents.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
- b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER:

Sheila Jackson LeeDATE: 02/19/2014

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Progressive Congress
2. Travel Destination(s): Wyndham Historic District, Philadelphia, Pennsylvania
3. Date of Departure: February 6th, 2014 Date of Return: February 8th, 2014
4. Name(s) of Traveler(s): Rep. Sheila Jackson Lee
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$100.70	285.60	\$137.00	\$88.00 (registration w/o cost of food)
Accompanying Relative	N/A	N/A	N/A	N/A

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Daniel Parkhurst

Title: Deputy Director

Organization: Progressive Congress

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 600 Pennsylvania Ave SE Suite 340

Washington, DC 20003

Telephone number: 202-449-9495

Email Address: daniel@progressivecongress.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Sheila Jackson Lee
2. Sponsor(s) (who will be paying for the trip): Progressive Congress
3. Travel destination(s): Philadelphia, PA
4. a. Date of departure Feb. 6, 2014 Date of return: Feb. 8, 2014
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
The summit will allow the Congresswoman to share ideas and resources on progressive issues affecting constituents with fellow Members of Congress, stakeholders, and experts.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 12/18/2013

Sheila Jackson Lee
Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): Progressive Congress
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒If "c" is checked, list the names of the additional sponsors: _____

TO BE COMPLETED AFTER REVIEWING SPONSORSHIP LETTERS

4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
Please refer to attached documents.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: February 6, 2014 Date of return: February 8, 2014
7. a. City of departure: Washington, DC
b. Destination(s): Philadelphia, Pennsylvania
c. City of return: Washington, DC
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement is planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ *or*
b. N/A - trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The mission of Progressive Congress is to connect Congress with the ideas and resources of the wider progressive movement. This annual Summit is one of the central methods by which we follow this mission.

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☐ Rail ☒ Bus ☒ Car ☐ Other ☐ (Specify: _____)
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ *or*
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \$66

2) Provide reason for selecting the location of the event or trip:
Philadelphia, Pennsylvania is centrally located to many of the people planning to attend.
In addition, the city is easily accessed via train and car by Members of Congress and others.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Wyndham Philadelphia Historical District City: Philadelphia Cost per night: \$119
Reason(s) for selecting: Hotel is central to the city and able to accommodate our needs for a conference.

Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____
Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒


18. **TOTAL EXPENSES FOR EACH PARTICIPANT:**

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$120 Round Trip	\$119/Night 2 Nights	\$66/Day 2 Days
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check one:
a. I certify that I am an officer of the organization listed below. ☒ *or*
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 
Name: Daniel Parkhurst
Title: Deputy Director
Organization: Progressive Congress
Address: 600 Pennsylvania Ave SE Suite 340, Washington, DC 20003
Telephone number: (202) 449-9495
Email address: daniel@progressivecongress.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 4/2013 by Committee on Ethics

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Ranking Member

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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

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January 21, 2014

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Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

The Honorable Sheila Jackson Lee
U.S. House of Representatives
2160 Rayburn House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Philadelphia, Pennsylvania, scheduled for February 6 to 8, 2014, sponsored by Progressive Congress.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:re

PROGRESSIVE CONGRESS STRATEGY SUMMIT

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			Caitie Whelan	
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JEFFRIES, HAKEEM	Cedric Grant	Kirsten Zewers	Matt Wiesenthal Murat Gokcigdem Lindsay Schubiner	Stephanie Baez
JOHNSON, EDDIE			Justin Maturo	
BERNICE (EBJ)	Murat Gokcigdem		Carrie Palmer	Cameron Trimble
JOHNSON, HANK (HANJO)	Arthur Sidney	Scott Goldstein	Scott Goldstein	Andy Phelan

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PROGRESSIVE CONGRESS STRATEGY SUMMIT

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WATT, MEL	Mikael Moore	Laura Hooper	Kathleen Sengstock	Latoya Veal
WELCH, PETER	Danielle Owen	Jake Oster	Laura Hooper	Dominique Tillman
WILSON, FREDERICA	Bob Rogan	Justin Talbot	Tom Cheney	Ryan Nickel
	Kim Bowman	Zorn	Justin Talbot	Gwen Belton

PROGRESSIVE CONGRESS STRATEGY SUMMIT

DRAFT AGENDA-DAY 1

February 7, 2014 Event		
8:00 AM	Introduction & Opening	Unity Breakfast: "America Turns to the Left"
8:15 AM		
8:30 AM		
8:45 AM		
9:00 AM		
9:15 AM		
9:30 AM		
9:45 AM	OPENING PLENARY SESSION	SEGMENT 1 – "BUILDING POWER IN 2014"
10:00 AM		
10:15 AM		
10:30 AM		
10:45 AM		
11:00 AM		SEGMENT 2 – "COMMUNICATING POWER AND WEAVING A PROGRESSIVE NETWORK"
11:15 AM		
11:30 AM		
11:45 AM		
12:00 PM		
12:15 PM		
12:30 PM	Lunch	Luncheon: "The Women's Economic Agenda"
12:45 PM		
1:00 PM		
1:15 PM		
1:30 PM		
1:45 PM	Break	
2:00 PM	Working Plenary Session	
2:15 PM	Working Plenary Session	
2:30 PM		

February 7, 2014 Event	
2:45 PM	Working Plenary Session
3:00 PM	Working Plenary Session
3:15 PM	
3:30 PM	Special Viewing & Discussion of the Robert Reich Film – "Inequality for All"
3:45 PM	
4:00 PM	
4:15 PM	
4:30 PM	
4:45 PM	
5:00 PM	Break
5:15 PM	
5:30 PM	
5:45 PM	
6:00 PM	Networking Reception
6:15 PM	
6:30 PM	
6:45 PM	
7:00 PM	Dinner: "Growing a Sustainable & Equitable Economy"
7:15 PM	
7:30 PM	
7:45 PM	
8:00 PM	
8:15 PM	
8:30 PM	
8:45 PM	
9:00 PM	
9:15 PM	

PROGRESSIVE CONGRESS STRATEGY SUMMIT

DRAFT AGENDA-DAY 2

February 8, 2014 Event		
8:00 AM	Doors Open	
8:15 AM		
8:30 AM	Opening Plenary Session	Working Breakfast and Plenary Session
8:45 AM		
9:00 AM		
9:15 AM		
9:30 AM		
9:45 AM		
10:00 AM		
10:15 AM		
10:30 AM	Working Groups – The Lay of the Land	Working Groups Separate on Issue
10:45 AM		
11:00 AM		
11:15 AM		
11:30 AM		
11:45 AM		
12:00 PM		
12:15 PM		
12:30 PM	Working Lunch - Democracy In Action: Voter Empowerment	
12:45 PM		
1:00 PM		
1:15 PM		
1:30 PM		
1:45 PM		
2:00 PM	Break	
2:15 PM	Closing Plenary: "Making it Work in 2014"	
2:30 PM		

February 8, 2014 Event	
2:45 PM	Closing Plenary: "Making it Work in 2014"
3:00 PM	
3:15 PM	Adjourn and Return to DC
3:30 PM	
3:45 PM	
4:00 PM	
4:15 PM	
4:30 PM	
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